

ADMINISTRATIVE - INTERNAL USE ONLY

14 November 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Director of Information Services

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SUBJECT: OIS Weekly Report (7 - 13 November 1984)

A. PROGRESS ON ACTION ITEMS

1. Top Secret Documents. OIS continues to review Top Secret (TS) collateral holdings of the Office of Current Production and Analytic Support (CPAS). Review has been completed in approximately half of the CPAS' components. To date 34 previously unaccounted for TS collateral documents have been identified. In addition, the review has resulted in the verification of many known TS documents and has provided additional, useful information on these documents.

2. File Designation Under the Central Intelligence Information Act. The Office of Security is preparing to submit to the DDA three file categories recommended for designation by the DCI as exempt from search and review under the provisions of FOIA. The Directorates of Operations and Science and Technology, having more extensive filing systems, are working to submit their recommendations as soon as possible.

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B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. OSS Records. An OSS motion picture film entitled "OSS Camera Report - China, Burma, India" was transferred to the National Archives and Records Service (NARS). The transfer was in response to a request from an OSS veterans group who wanted a film clip of General Donovan to use in a movie they are making. As a result of this specific transfer arrangements are being made to have a NARS appraiser come to the Agency to review and schedule approximately 62 cubic feet of OSS movie film. Any declassified films appraised as permanent can then be included with the OSS paper records that are being systematically transferred to NARS.

2. Records Training. Representatives from the Information Resources Management Division (IRMD) presented a briefing on TRIS to the OTE course, Records for Agency Personnel. The class consisted of approximately 30 students, mostly clerical employees. The presentation consisted of an overview of TRIS capabilities, its current development status, and expected Initial Operating Capability. For the next briefing presentation, OTE has been asked to reserve a classroom where a terminal display system can be used to demonstrate the various TRIS menus; thus enhancing the effectiveness of the briefing.

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